



## Completing Required Fields for MTM

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*Recommendation from OHCM, Workforce Management & Development Division*

### **Background:**

With the implementation of the interface of SATERN to the Metrics that Matter (MTM) evaluation tool, guidance for SATERN Administrators is needed to outline the necessary fields as well as timing for completion. Student information will be passed from SATERN to MTM on a nightly basis for all classes that are closed out in SATERN. For guidance regarding which courses should be evaluated using MTM, refer to the Agency Evaluation Guidelines.

### **Issue:**

There is currently no specific guidance for SATERN Administrators advising them of what fields are required to be completed in SATERN for courses that will be evaluated using MTM.

### **Recommendation:**

OHCM Workforce Management & Development Division recommends the addition of the following business rule regarding MTM courses:

### Proposed Rule:

If a scheduled offering will be evaluated using MTM, SATERN Administrators shall:

- Indicate that MTM evaluation is required by selecting "Y" in the MTM custom field in the item.
- Ensure that at a minimum a primary Instructor<sup>1</sup> and Facility ID<sup>1</sup> are assigned to the scheduled offering. (Note: Multiple instructors can be assigned in segments)
- In the instructor record, ensure the following required fields are entered.
  - Instructor(s) name
  - Instructor(s) e-mail
- Inactivate the Scheduled Offering no later than close of business five (5) business days after course end date. (Note: *The **Active** box should be unchecked on the Scheduled Offering Summary tab*)

This recommendation was approved at the 7/20/09 SATERN OWG meeting and amended at the 09/03/2009 SATERN EC meeting.

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<sup>1</sup> For data consistency, naming conventions outlined on pages 9-10 of the **SATERN Rules and Process Guide for Administrators** should be used.